



## Administrative Policies and Procedures: 27.12

<b>Subject:</b>	<b>Central Operating Center, Perimeter Security, Control of Security Devices and Security Logs at Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	<b>ACA:</b> 3-JTS-2G-01, 3-JTS-2G-02, 3-JTS-3A-09, 3-JTS-3A-12, 3-JTS-3A-16, 3-JTS-3A-16-1, 3-JTS-3A-17; <b>DCS Practice Standard:</b> 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees

### Policy Statement:

Each Youth Development Center shall maintain a central operating center staffed twenty-four (24) hours, seven (7) days per week to coordinate communication and activities to support safety and security of the facility; shall ensure the facility's perimeter is secured sufficiently; shall ensure that an accurate record of the issuance and inventory of security devices is maintained; and shall maintain permanent security logs and shift reports to ensure the reporting of routine information, emergency situations and unusual incidents.

### Purpose:

To ensure all Youth Development Centers maintain an orderly and secure facility.

### Procedures:

<b>A. Central Operating Center</b>	<ol style="list-style-type: none"><li><b>1. Requirements</b><ol style="list-style-type: none"><li>Each YDC superintendent must establish <b>local written procedures</b> for maintaining a central operating center. The procedures must be reviewed annually and documented.</li><li>Each central operating center will have access to a washbasin and toilet</li></ol></li><li><b>2. Contents</b><p>Procedures must include the following, at a minimum:</p><ul style="list-style-type: none"><li>◆ Location</li><li>◆ Staffing requirements and training</li><li>◆ Accessibility</li><li>◆ Major responsibilities</li></ul></li><li><b>3. Central Operating Center Employee Responsibilities</b><p>Responsibilities for central operating center staff include, but are not limited to:</p><ol style="list-style-type: none"><li>Monitoring of alarms, motion detectors, emergency lighting systems;</li></ol></li></ol>
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Original Effective Date: 07/01/98

Current Effective Date: 05/01/08

Supersedes: DCS 27.12, 04/01/05, 27.13, 04/01/05, 27.17, 04/01/05, 27.30, 07/01/98

CS-0001

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	<p>b) Managing telephone, radio communications and intercoms; and</p> <p>c) Other activities and systems that support the safety and security of the facility.</p> <p>4. The central operating center will serve as the primary point of initial contact in the event of a critical incident or emergency. The central operating center operator will render necessary immediate assistance and will notify other facility staff as required by the nature of the incident and local procedures.</p>
<b>B. Perimeter security</b>	<p>Each youth development center's perimeter will be secured sufficiently to ensure that youth remain within the perimeter and to prevent access by the general public without authorization.</p> <p><b>1. Requirement</b></p> <p>The superintendent must establish <b><u>local written procedures</u></b> for perimeter security. The procedures must be reviewed annually and documented.</p> <p><b>2. Contents</b></p> <p>The written procedures must include the following, at a minimum:</p> <p>a) Personnel required for perimeter security</p> <p>b) Post orders for personnel assigned to perimeter security including:</p> <ul style="list-style-type: none"> <li>◆ Checks of entry/exit points, including vehicular access;</li> <li>◆ Inspection of perimeter fences; and</li> <li>◆ Reporting of unusual occurrences to the superintendent or designee in writing.</li> </ul>
<b>C. Security shift logs</b>	<p>Each youth development center will maintain permanent security shift logs to ensure the reporting of routine information, emergency situations and unusual incidents regarding individual youth and groups of youth for the general security interests of the facility.</p> <p>1. Each superintendent must designate, in writing, those locations where a security shift log must be maintained and will establish <b><u>local written procedures</u></b> the minimum contents of each log.</p> <p>2. All entries in security shift logs must be written legibly in ink. Corrections must be made by drawing a single line through the error and must be initialed by the staff member making the correction.</p> <p>3. Any staff member who knowingly, or purposely makes a false entry, alters an entry (other than for correction of errors in accordance with this policy), and/or removes or destroys any page or portion thereof in any security shift log violates this policy and may be subject to disciplinary action.</p> <p><b>4. Monitoring</b></p> <p>The superintendent must ensure that procedures are established for monitoring and proper maintenance of security shift logs.</p>

	<p><b>5. Review</b></p> <p>The supervisor, during daily inspection, must review shift reports, and take appropriate corrective action if necessary and include pertinent information in the daily written report.</p>
<b>D. Control of security devices</b>	<p><b>1. Requirement</b></p> <p>Each superintendent must establish <u>local written procedures</u> for the control of security devices that is reviewed annually and documented.</p> <p><b>2. Contents</b></p> <p>The procedures will include, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>a) Weekly inspection and maintenance of all security devices</li> <li>b) Storage</li> <li>c) Identification</li> <li>d) Inventory</li> <li>e) Issue <ul style="list-style-type: none"> <li>◆ Permanent</li> <li>◆ Temporary</li> <li>◆ Emergency</li> </ul> </li> <li>f) Disposition of lost, misplaced, or damaged equipment</li> <li>g) Replacement</li> <li>h) Training in use of security devices</li> </ul> <p><b>3. Staff approved to authorize and carry security devices</b></p> <p>Each superintendent must designate in writing:</p> <ul style="list-style-type: none"> <li>a) Employees who are authorized to approve the use of security devices; and</li> <li>b) Employees who are authorized to routinely carry security devices.</li> </ul> <p><b>5. Storage</b></p> <p>When not in use, security devices must be stored in a designated secure area.</p> <p><b>6. Four/five point restraints</b></p> <p>The department does not place youth in four or five point restraints.</p>

<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>None</i>
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<b>Glossary:</b>	
<i>Term</i>	<i>Definition</i>
<b>Security devices:</b>	<b>Locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers used to confine and control detained individuals. Also included are electronic monitoring equipment, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain facility security.</b>